



Job Opportunity

State Controller's Office

Position:**AMENDED****Statewide**

Associate Governmental Program Analyst/Staff Services Analyst
Three Positions, Limited Term/Full Time for 1 year or
Permanent/Full Time
All Positions Pending Budget Enactment

Location:

Division of Collections
3301 C Street, Suite 712, Sacramento, CA 95816

Issue Date:

June 22, 2007

Final Filing Date:

Until Filled

Contact/Telephone:

Richard Garcia, (916) 323-8472

Who May Apply: Individuals who are currently in
this classification, eligible for lateral transfer or
promotion, or reachable on a certification list.
SROA/Surplus candidates are encouraged to apply.

*FREE PARKING PROVIDED

California Relay Service: 1-800-735-2929

Position Number(s): 051-550-5393-XXX
051-550-5157-XXX
Ref 0622.ADM3

Please call (916)323-3055 to request reasonable accommodations

Scope of the Position:

With general direction provided by the Unclaimed Property System Replacement (UPSR) Project Manager (Staff Services Manager III), the incumbent will perform complex analytical duties and provide consultative services related to the Replacement Project. Duties will include, but are not limited to the following:

Duties and Responsibilities:

Candidates must perform the following essential functions with or without reasonable accommodations

- DUTIES WILL COMMENSURATE WITH LEVEL HIRED
- Provide analytical assistance/support and make recommendations to the Project Manager (PM) on activities related to implementation of the UPSR project;
- Coordinate with the unit managers, supervisors, subject matter experts, and project team members to ensure that the newly installed UCP system meets all business requirements;
- Provide analytical support in the documentation and tracing of business requirements through all phases of the project;
- Identify and report to the PM any material issues or discrepancies;



The State Controller's Office is committed to providing equal opportunity to all regardless of race, color, creed, national origin, ancestry, sex, marital status, gender, disability, religious or political affiliation, age, or sexual orientation.



- Analyze and present findings and recommendations to the PM;
- Analyze and provide support on activities related to data conversion;
- Track UCP business objectives and their relation to the project's objectives;
- Identify and analyze issues related to the data identification and data cleansing;
- Perform customer acceptance testing to ensure successful transfer of data and processes to the new system;
- Document and report any system/data issues and present alternatives and recommendations to PM for resolution;
- Participate in the development, implementation and delivery of training, procedures and forms;
- Support the UCP and Vendor Project Managers in project communications, schedule/resource coordination, issue tracking, document tracking, meeting coordination, organizational change management, and general project administration;
- Coordinate with management, supervisors and key staff and facilitate various functional focus groups and task forces.

Applications will be screened and only the most qualified will be interviewed

How to Apply:

All hires will be subject to a background check.

For permanent positions, SROA and Surplus candidates should attach "surplus letters" to their application. Failure to do so may result in your application not being considered.

Please submit a STD. 678 State Application and Résumé to:

State Controller's Office

Division of Collections
3301 C Street, Suite 712
Sacramento, CA 95816

Attn: Richard Garcia

Reference Number 051-550-5393-XXX.1/051-550-5157-xxx.2.3, Ref 0710.ADM3 (Candidate must indicate this Reference Number on resume and in the box marked "Examination or Job Title for which you are applying" on the front page of the Employment Application STD 678).